



AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

November 2005

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PREPARING FOR SPRING 2006 AIMS HS, AIMS DPA, AND *TERRA*NOVA

It is recommended that recipients of the AIMS Update communicate the information to superintendents, charter representatives, principals, school test coordinators, teachers, special education directors, curriculum directors, counselors, assistant principals, students, and parents.

TESTING CALENDAR FOR SPRING 2006

Nov. 7 – Dec. 16	Registration for Mandatory Spring Pre-Test Workshop
November 21	Online Ordering WebEx Training Letters (Username and Password) Sent by CTB
December 1-16	CTB Online Ordering of Test Materials
December 1 and 2	CTB Online Ordering WebEx Training
Early January, 2006	Test Coordinator's Manuals and Test Administration Directions Available Online
January 13-30	AIMS HS Math, AIMS DPA, and TN – Order Verification Window (for Revisions)
January 17-30	Mandatory Spring Pre-Test Workshops
January 18	AIMS HS – W/R Student Bar Code Label SAIS Data Extracted
February 1	AIMS HS – Math, AIMS DPA, and TN Student Bar Code Label SAIS Data Extracted
February 6-10	AIMS HS – Writing/Reading Materials Arrive
February 10	Spring Test Security Agreement Due – Signed by Superintendent
February 13-22	AIMS HS – Writing/Reading Short-Add Window

February 21-23	AIMS HS Writing/Reading – Student Bar Code Labels Arrive
February 28	AIMS HS - WRITING
March 1	AIMS HS – READING
March 2-3	Short-Add Window – Form T – AIMS HS Writing/Reading
March 7	AIMS HS – WRITING MAKE-UP
March 8	AIMS HS – READING MAKE-UP
March 9-16	AIMS HS – Writing/Reading Materials Pick-up
March 13-17	AIMS HS Math, AIMS DPA, and TN Materials and Student Bar Code Labels Arrive
March 20-29	AIMS HS Math, AIMS DPA, and TN Short-Add Window
April 3-21	AIMS DPA and TN Administration Window
April 4	AIMS HS – MATHEMATICS
April 5-12	Short-Add Window – Form T – AIMS HS Math
April 18	AIMS HS – MATHEMATICS MAKE-UP
April 19	AIMS HS W/R – Score Reports Arrive
April 24-28	AIMS HS Math, AIMS DPA, and TN Scorable Materials Pickup
May 15	AIMS HS Math Rapid Response Reports for Graduating Seniors and AIMS DPA Reading and Math Rapid Response Reports for Eighth Grade Students Arrive
June 1	AIMS HS Math, AIMS DPA, and TN Score Reports Arrive

REGISTRATION FOR MANDATORY SPRING PRE-TEST WORKSHOPS

The Spring Pre-Test Workshop, designed to provide District and Charter Operator Test Coordinator's with vital information regarding the coordination and administration of the Spring AIMS HS, AIMS DPA, and *TERRANOVA* tests, will be held in various locations throughout the state beginning January 17, 2006 and ending January 30, 2006. Each District/Charter Operator Test Coordinator is required to attend a workshop session. Registration begins November 7, 2005 and ends December 16, 2005. Each District/Charter Operator is permitted no more than two attendees due to space/materials constraints. Visit the ADE Calendar link at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp?viewmonth=yes&month=January&year=2006> to register for one of the following workshop dates/locations. Please be sure to input a valid e-mail address as well as your district's/charter's CTDS number and legal entity name for each registrant as updated driving directions and parking information, as well as, a registration confirmation will be sent to the e-mail address used to register.

Workshop Dates/Locations

Tuesday, January 17 (AM) – Lake Havasu City
Wednesday, January 18 (AM) – Casa Grande
Thursday, January 19 (AM and PM) – Tucson
Friday, January 20 (AM) – Sierra Vista
Monday, January 23 (AM and PM) – West Valley
Tuesday, January 24 (AM) – Flagstaff
Wednesday, January 25 (AM) – Chinle
Thursday, January 26 (AM) – Snowflake
Friday, January 27 (AM) – Prescott Valley
Monday, January 30 (AM and PM) – East Valley

Note: Registration and refreshments for AM workshops will begin at 8:30 AM, and the workshop will begin promptly at 9:00, ending by 12:00 noon. Registration and refreshments for PM workshops will begin at 12:30 PM, and the workshop will begin promptly at 1:00, ending by 4:00 PM.

ONLINE ORDERING WEBEX TRAINING PROVIDED BY CTB

CTB/McGraw-Hill will be sending out two letters (beginning November 21, 2005) to all school districts/charters announcing the December 1st and 2nd Online Ordering WebEx Trainings. One letter will include specific information and instructions regarding online enrollment (including login information), and the second will contain information regarding the Online Ordering WebEx Trainings scheduled to take place at 11:00 AM and 1:00 PM MST on December 1st and 2nd. Please refer to the letter for specific information and further instructions. The training demo sessions will take place via CTB's website at www.ctb.com/az. The Online Ordering User Guide will also be available at this location prior to Online Ordering.

If you do not receive your online ordering letter and / or a letter regarding the Online Ordering WebEx Training prior to December 1, 2005, please call the CTB Arizona Help Desk at (888) 630-9145 or e-mail ArizonaHelpDesk@ctb.com.

ONLINE ORDERING OF TEST MATERIALS

December 1-16, 2005 districts/charter operators will be able to use the CTB Online Ordering System to place orders for test materials. Prior to ordering online each district/charter operator must determine the exact number of materials needed for each test (AIMS HS W/R, AIMS DPA by grade level, and TN at grades 2 and 9) for entry into the Online Ordering System. Do not enter **total enrollment** for a grade or cohort, but rather enter the exact number of test materials needed for each test including an exact number for Braille and Large Print materials needed.

Upon entering the Online Ordering System, districts/charters will notice that order numbers have been pre-entered for each school with enrollment extracted from SAIS. The District/Charter Test Coordinator may change these numbers to reflect actual materials needed during the Online Ordering Window.

Districts/charters will be provided with an automatic five percent overage in order to compensate for last minute enrollments. ADE will be monitoring order numbers during Online Ordering and the Short-Add Windows. Districts/charters should be prepared to provide evidence of actual enrollment in the event that numbers far exceed previous orders for similar test dates.

CTB/McGraw-Hill's district/charter databases are separate from those of ADE, and for that reason it is necessary to provide the testing company (CTB) with a correct "shipping address" during the Online Ordering process. Failure to do so may result in materials being routed to an incorrect address and other shipping delays.

Students in grades 2 and 9 will be tested using *TERRANOVA*. Grades 3-8 will participate in **AIMS DPA**, and students in Cohort 2008 (generally new Tenth Grade Students) will take the **AIMS HS Writing, Reading, and Mathematics**. Additionally, all students in Cohorts 2007, 2006, 2005, and below who have not yet "met" on one or more of the AIMS HS content areas must take that specific content area(s) during the Spring Administration. It is essential that the District/Charter Operator Test Coordinator determine the exact number of students expected to test prior to online ordering.

TESTING TO EXCEED AND ONLINE ORDERING

Students desiring to test to "Exceed" in any area of the AIMS HS are expected to sign-up prior to the ordering of test materials. Ordering of tests through the CTB/McGraw-Hill Online Ordering System should be based upon such sign-ups. It is understood that the December 13-15, 2005 arrival date for Fall Score Reports may not give districts/charters enough time to use these reports when considering who should "test to exceed" in the Spring, so this should be taken into account when ordering online.

VERIFICATION WINDOW

As a result of the significant period of time between Online Ordering and the actual test dates an Order Verification Window has been established for AIMS HS Math, AIMS DPA, and TN. Between January 13 and 30, 2006 districts/charters will be able to review and revise orders placed during the Online Ordering Window in order allow for changes in enrollment since Online Ordering.

SHORT-ADD WINDOWS

Short-Add Windows are provided to allow districts/charters to contact CTB/McGraw-Hill and request a limited number of additional materials as a result of enrollment changes between Online Ordering/Verification and the actual test dates. Districts/charters should initiate Short-Add requests by telephone or e-mail to CTB's Arizona Help Desk early in the respective Short-Add Window (AIMS HS W/R – Feb. 13-22, AIMS HS W/R Form T – March 2-3, AIMS HS Mathematics, AIMS DPA, and TN – March 20-29, and AIMS HS Mathematics Form T – April 5-12). Districts/charters which place large short-add orders should be prepared to provide a list of students testing.

AIMS HS TESTING SCHEDULE

All testing for AIMS HS must take place on the scheduled dates. Administering AIMS HS on other dates without written permission from ADE is a testing violation. Districts/charters not in session during the published dates or districts/charters having a valid hardship that prevents the administration of the test on published dates must contact ADE-Assessment immediately to request permission to test on Alternate Dates

AIMS HS – WRITING – February 28
AIMS HS – READING – March 1
AIMS HS – WRITING – MAKE-UP – March 7
AIMS HS – READING – MAKE-UP – March 8
AIMS HS – MATHEMATICS – April 4
AIMS HS – MATHEMATICS – MAKE-UP – April 18

AIMS DPA TESTING SCHEDULE

The AIMS DPA will be administered during the window of April 3-21, 2006. The test will be administered over a period of four days in the following order:

Day 1 – Writing Test
Day 2 – Reading Test, Part 1 and Mathematics Test, Part 1
Day 3 – Reading Test, Part 2 and Mathematics Test, Part 2
Day 4 – Reading Test, Part 3 and Mathematics Test, Part 3

Each district/charter may choose a set of four days within the window during which to test; however, the same four days must be used for every school/program within that district/charter.

TERRANOVA TESTING SCHEDULE

At the second-grade level the TN must be administered on two days (as indicated in the Test Administration Directions) within the testing window of April 3-21, 2006. The ninth-grade TN may be administered over a period of one or two days during the testing window.

STUDENT BAR CODE LABEL SAIS DATA EXTRACT

On January 18, 2006 (for AIMS HS W/R) and February 1, 2006 (for AIMS HS Math, AIMS DPA, and TN) the information necessary to produce Student Bar Code Labels will be extracted. This data will be provided to

CTB/McGraw-Hill for the purpose of creating Student Bar Code Labels. In order to avoid issues related to last minute error correction and to ensure data acceptance, it is highly, recommended that districts/charters upload data to SAIS significantly prior to extract dates. Please share these dates with your SAIS Coordinators.

Student Bar Code Labels for each test will arrive prior to testing. Labels for AIMS HS W/R will arrive between February 21 and 23. Labels for AIMS HS Mathematics, AIMS DPA, and TN will arrive between March 13 and 17.

SCORE REPORTS AND RAPID RESPONSE REPORTS

Score Reports for AIMS HS W/R will arrive in districts/charters on April 19, 2006. CTB will generate a "Rapid Response Report" for districts/charters which will provide results for graduating Seniors and Eighth grade students. These reports will arrive by May 15, 2006. AIMS HS Mathematics, AIMS DPA, and TN score reports will arrive on June 1, 2006.

TEST SECURITY AGREEMENT

The Spring 2006 AIMS Test Security Agreement is available on the Test Coordinator Information Web Page and is attached to this AIMS Update. This document must be signed by every district/charter staff member with access to AIMS and TN test materials, either directly or indirectly (including but not limited to administrators, proctors, office personnel, and warehouse personnel). Signed copies of this document must be kept on file at the district/charter office and are not to be returned to ADE. ADE must receive a single faxed or mailed copy of this document (signed by the District Superintendent or Charter Representative) by February 10, 2006.

AIMS AND HIGH SCHOOL GRADUATION

Reciprocity

Arizona is reciprocally accepting passing results for NCLB approved high school competency exams from the majority of other states. Additional information and guidance is available on the Graduation Requirements web page at <http://www.ade.az.gov/standards/aims/gradrequire>.

Augmentation

The State Board of Education has developed a policy regarding AIMS HS Augmentation in response to the recent changes in the Arizona Revised Statutes. For further information regarding Augmentation rules and implementation please visit the Graduation Requirements web page at <http://www.ade.az.gov/standards/aims/gradrequire>.

NEW RELEASED ITEMS

New AIMS HS released items will be available November 15, 2005 on the ADE-Assessment webpage.

SHIPPING AND RECEIVING OF TEST MATERIALS

Districts/charters, which have a scheduled break during the time when testing materials will either be received or shipped, must arrange for a staff member to be available to receive and/or return testing materials during the specified arrival/return windows.

TEST COORDINATOR WEB PAGE

The Test Coordinator Information web page located at www.ade.az.gov/standards/aims/administering is an information repository regarding the administration of the AIMS tests. The AIMS ALERTS!, AIMS Updates, and the Testing Calendars are posted at this location in addition to copies of critical documents (such as AIMS Graduation Requirements, Reciprocity, Augmentation, the AIMS Blueprints, and the Scale Score Table). Additional downloadable copies of both administration and test interpretation guides are available on this page. Please feel free to make specific suggestions regarding the content of this web page including any additional information which may be helpful to test coordinators.

HOME SCHOOL STUDENTS, PRIVATE SCHOOL STUDENTS, AND AIMS TESTING

Home school students may take the AIMS tests at any Arizona public school. Private schools may administer the AIMS tests to their students. However, private school students, whose school does not offer the AIMS tests, may test at any Arizona public school.

A district school is required to accommodate the request of a home school student or a private school student to participate in AIMS testing if the student lives within the school's attendance area. Use the following guidelines.

- If the request to test is made before testing materials have been ordered, the school must order sufficient test materials to accommodate all of the enrolled students who are to test and all of the home school students and private school students who have requested to test.
- If the request to test is made after testing materials have been ordered, the school is to accommodate the request only after it has been determined that sufficient test materials exist for the enrolled students.
- Home school students and private school students may test in the same testing rooms, at the same time, and with the same test administrators as the public school students.
- District schools are not obligated to seek out home school students or private school students who live within their attendance area.

A district school is not required to accommodate the request of a home school student or a private school student to participate in AIMS testing if the student does not live within the school's attendance area.

A charter school is not required to accommodate the request of a home school student or a private school student to participate in AIMS testing.

CONTACT INFORMATION

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To add your name to the Test Coordinator's Email list:

Daniel Barbara, Coordinator of State Test Administration

Email: daniel.barbara@azed.gov

AIMS Test Administration Questions:

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CTB/McGraw-Hill:

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**Arizona's Instrument to Measure Standards
AIMS HS/AIMS DPA/TerraNova Test Security Agreement
Spring 2006**

The user (school district, charter operator, and/or school professional staff) acknowledges that AIMS High School, AIMS DPA, and *TerraNova* are secure tests and agrees to the following conditions of use to ensure the security of the tests:

1.
 - a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.
 - b) The names of all persons having access to the materials will be kept on file by the designated test coordinator.
 - c) All persons having access to the materials (other than students to whom the test is administered) will sign this test security agreement, which will be kept on file.
 - i. Building administrators will maintain signed agreements of building staff.
 - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
 - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter representatives.
2.
 - a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - c) Test materials will be kept secure until they are actually distributed to students.
 - d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3.
 - a) The user will not examine the test to determine the content beyond the requirements to administer the test.
 - b) The user will not disclose or allow to be disclosed the content of the test.
4. Upon completion of testing, the user will return all test materials to the designated test coordinator of the school/district.
5. The district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices*.
7. The user will follow all instructions in the Test Coordinator's Manual and the Test Administration Directions.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS HS, AIMS DPA, and *TerraNova* tests, will also sign an AIMS HS/AIMS DPA/*TerraNova* Test Security Agreement.

SIGNED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

DISTRICT NAME/
CHARTER OPERATOR: _____

ADDRESS: _____

CITY: _____

FAX SUPERINTENDENT/CHARTER HOLDER SIGNATURE TO: 602-542-5467 DUE FEBRUARY 10, 2006
